



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE UNDER SECRETARY

MEMORANDUM FOR SEE DISTRIBUTION

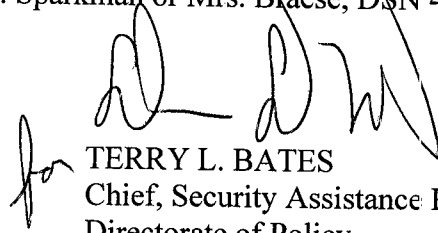
08 JUL 2003

FROM: SAF/IAPX
1080 Air Force Pentagon
Washington DC 20330-1080

SUBJECT: Allowable Uses of IMET Funds and IMET Extraordinary Expense Funds (DSCA Policy Message 03-13) (IAPX03029)

The attached DSCA policy on use of International Military Education and Training (IMET) funds and IMET Extraordinary Expense Funds for working luncheons, light refreshments, and mementos during training under that program is forwarded for your information and action, as appropriate.

SAF/IAPX point of contact is Mrs. Sparkman or Mrs. Braese, DSN 425-8905/8929.


TERRY L. BATES
Chief, Security Assistance Policy Division
Directorate of Policy

Attachment:
DSCA 121301Z Jun 03

UNCLASSIFIED

RAAUZYUW RUEKJCS3022 1641448-UUUU--RUEKCHB.
ZNR UUUUU
R 121301Z JUN 03
FM SECDEF WASHINGTON DC//USDP-DSCA//
TO AIG 8797
RUFGCIN/USCINCEUR VAIHINGEN GE//ECJ4-IDS//
RUCAACC/USCINCCENT MACDILL AFB FL//CCJ4/7-SP//
RHHMUNA/USCINCPAC HONOLULU HI//J4517//
RUMIAAA/USCINSO MIAMI FL//SCJ5-SA//
RUEADWD/DA WASHINGTON DC//DASA/DE-C//
RUEAHQA/OSAF WASHINGTON DC//SAF/IAPX//
RUENAAA/NAVY IPO WASHINGTON DC//02T//
RUEACMC/CMC WASHINGTON DC//PLU-SA/FMS//
RHMFIUU/CMC WASHINGTON DC//PLU-SA/FMS//
RULSMCG/CG TECOM QUANTICO VA//CSW//
RHMFIUU/CG TECOM QUANTICO VA//CSW//
RULSJGA/COMDT COGARD WASHINGTON DC//G-CI//
RHWRAAA/AFSAT RANDOLPH AFB TX//CD/TO/FM/SD//
RHMFIUU/AFSAT RANDOLPH AFB TX//CD/TO/FM/SD//
RUERAIX/DIRSATFA FT MONROE VA//ATFA/R/P//
RHMFIUU/DIRSATFA FT MONROE VA//ATFA/R/P//
RUCTPOV/NETSAFA PENSACOLA FL//00/N1/N2/N3/N4//

PAGE 02 RUEKJCS3022 UNCLAS

RUEKJCS/SECDEF WASHINGTON DC//CHAIRS//
RHMFIUU/DISAM WRIGHT PATTERSON AFB OH//CC//
INFO RUEKJCS/SECDEF WASHINGTON DC//CHAIRS//
RUEHC/SECSTATE//PM/PPA//

BT

UNCLAS

SUBJECT: ALLOWABLE USES OF IMET FUNDS AND IMET EXTRAORDINARY EXPENSE FUNDS POLICY MESSAGE 03-13

1. THIS MESSAGE PROVIDES GUIDANCE TO EVERYONE INVOLVED ON THE APPROPRIATE USE OF IMET FUNDS AND IMET EXTRAORDINARY EXPENSE FUNDS FOR PROVIDED MEALS, LIGHT REFRESHMENTS AND MEMENTOS.
2. WORKING LUNCHES CANNOT BE JUSTIFIED ON THE BASIS OF ENSURING ATTENDANCE. WORKING LUNCHES CAN BE FUNDED ONLY IF ATTENDANCE AT WORKING MEALS IS DETERMINED TO BE NECESSARY IN ORDER TO GET THE FULL BENEFIT OF THE TRAINING EVENT. IT IS CRITICAL THAT ACTUAL SUBSTANTIVE TRAINING MUST BE SCHEDULED TO OCCUR AND MUST FACTUALLY OCCUR DURING ANY AND ALL WORKING LUNCHES. IT CANNOT BE NON-STRUCTURED TIME FOR DISCUSSION AND INTERACTION. THE SCHEDULING OF A SPEAKER IS NOT ENOUGH; THE PRESENTATION MUST GO TO THE SUBSTANCE OF THE TRAINING.

PAGE 03 RUEKJCS3022 UNCLAS

3. THE COST OF WORKING LUNCHES PER PERSON PER TRAINING EVENT SHOULD NOT EXCEED THE AUTHORIZED PER DIEM FOR THAT MEAL AT THAT LOCATION EVEN IF THE COST IS A NONSEPARABLE PART OF THE COST OF RENTED FACILITIES. THE DSCA IMET FINANCIAL MANAGER MAY APPROVE A HIGHER COST IF JUSTIFIED. THIS JUSTIFICATION MUST BE RECEIVED BY THE IMET FINANCIAL MANAGER, IN THE IMET WAIVER FORMAT, AT LEAST 30 DAYS PRIOR TO START OF THE TRAINING. IF APPROVED, THE NECESSARY FUNDS WILL BE ADJUSTED ACCORDINGLY.

UNCLASSIFIED

UNCLASSIFIED

4. LIGHT REFRESHMENTS MAY BE PAID IF PROVIDING SUCH REFRESHMENTS PREVENTS DISRUPTION OF THE TRAINING AGENDA. DOCUMENTATION MUST BE PROVIDED TO THE DSCA IMET FINANCIAL MANAGER TO SHOW THAT THERE IS FACTUALLY NO CONVENIENT SOURCE FOR ATTENDEES TO REASONABLY OBTAIN REFRESHMENTS DURING BREAKS. THIS DOCUMENTATION MUST BE PROVIDED TO THE DSCA FINANCIAL MANAGER AT LEAST 30 DAYS PRIOR TO THE START OF TRAINING. IF APPROVED, FUNDS WILL BE PROVIDED. LIGHT REFRESHMENTS PROPERLY PROVIDED DURING BREAKS DO NOT REQUIRE A REDUCTION IN PER DIEM FOR U.S. OR FOREIGN PERSONNEL UNDER ORDERS.
5. IN-COUNTRY EXPENSES ABROAD FOR LODGING AND MEALS FOR IMET TRAINING ATTENDEES (WHETHER FOR FEDERAL EMPLOYEE TRAINERS OR FOREIGN

PAGE 04 RUEKJCS3022 UNCLAS

- PERSONNEL) CANNOT EXCEED THE APPLICABLE FTR/JFTR PER DIEM FOR THAT LOCATION AND CONSISTENT WITH THE FTR/JFTR. NEITHER CATEGORY CAN BE REIMBURSED ON TRAVEL ORDERS FOR ANY MEALS OR LODGING PROVIDED SEPARATELY UNDER CONTRACT. TRAVEL ALLOWANCES MUST BE REDUCED BY THE AMOUNTS OF THE ALLOWANCES/ALLOCATIONS OF PER DIEM SPECIFIED IN THE FTR/JFTR FOR EACH MEAL OR SERVICE FURNISHED BY THE GOVERNMENT WITHOUT CHARGE TO THE PERSONS UNDER TRAVEL ORDERS. IN THE RARE EVENT THAT ACTUAL EXPENSE MAY BE NECESSARY, THE IMET FINANCIAL MANAGER AT DSCA MUST RECEIVE A WAIVER REQUEST AT LEAST 30 DAYS PRIOR TO THE START OF TRAINING. THESE WAIVERS WILL NORMALLY NOT BE GRANTED.
6. EXPENSES FOR EVENTS THAT DO NOT QUALIFY AS TRAINING (E.G. RECEPTIONS, GRADUATION CEREMONIES, MEMENTOS) MAY NOT BE PAID FOR WITH IMET COURSE FUNDS.
7. IMET EXTRAORDINARY EXPENSE FUNDS MADE SPECIFICALLY AVAILABLE FOR 'ENTERTAINMENT' MAY BE USED FOR ENTERTAINMENT EXPENSES (EXCEPT THOSE SPECIFICALLY EXCLUDED BY LAW, E.G. ALCOHOLIC BEVERAGES AND SPORTING EVENTS) AND REPRESENTATIONAL EXPENSES TO INCLUDE REASONABLE COSTS FOR RECEPTIONS, GRADUATION CEREMONIES, GIFTS AND MEMENTOS.

PAGE 05 RUEKJCS3022 UNCLAS

8. THIS MESSAGE HAS BEEN COORDINATED WITH THE DSCA GENERAL COUNSEL AND WITH DSCA P2 TRAINING POLICY.
9. POINT OF CONTACT IS DEBBIE SPENCER, COMM (703) 604-6577 OR DSN 664-6577.

BT
#3022

NNNN

<[^^^]> 06/13/2003 1057 <[^^^]> CHAIRS

UNCLASSIFIED

DISTRIBUTION LIST

SAF/IA POLICY LETTERS

AFSAT/CC

315 J Street West

Randolph AFB TX 78150-4354

Email: thomas.moe@randolph.af.mil

Afsat/cc@randolph.af.mil

HQ AFSAC/IA

4225 Logistics Ave

WPAFB, OH 45433-5006

Email: afsac.ccx@wpafb.af.mil

DFAS-DE/IF/AY/DE

6760 East Irvington Place

Denver CO 80279-5000

HQ AMC/FMP

402 Scott Drive, Unit 1K1

Scott AFB IL 62225-5311

HQ AMC/XPRI

402 Scott Drive, Unit 1A3

Scott AFB Ill 62225-5311

Email: michael.wilmore@scott.af.mil

ANGRC/FMBO

1411 Jefferson Davis Hwy

Arlington, VA 22202-3231

HQ ACC/DOTS

205 Dodd Blvd, Suite 101

Langley AFB VA 23665-2789

Email: acc.dots@langley.af.mil

HQ PACAF/XPZP

Security Assistance Office (SAO)

25 E Street, Suite F207

Hickam AFB HI 96853-5417

Email: pacaf.xpzp@hickam.af.mil

HQ USAFE/LGXI

Unit 3050, Box 105

APO AE 09094-0105

Email: usafe.lg@ramstein.af.mil

ANG/XPP

1411 Jefferson Davis Hwy

Arlington, VA 22202-3231

Email: rossj@ngb.ang.af.mil

HQ AFSPC/XPIP

150 Vandenberg St, Suite 1105

Peterson AFB CO 80914-4620

Email: thomas.dickinson@peterson.af.mil

Email: john.tucker@peterson.af.mil

HQ CPSG ESC/DIWP

230 Hall Blvd, Suite 202

San Antonio, TX 78243-7057

Email: henry.morales@jackland.af.mil

SAF/FMBIS

Pentagon, Room 4D223

SAF/FMBIS.workflow@pentagon.af.mil

SAF/GCI

Pentagon, Room 4C941

SAF/GCI.workflow@pentagon.af.mil

SAF/IAPA

SAF/IAPA.workflow@pentagon.af.mil

SAF/IAPD

SAF/IAPD.workflow@pentagon.af.mil

SAF/IARE

SAF/IARE.workflow@pentagon.af.mil

SAF/IARL

SAF/IARL.workflow@pentagon.af.mil

SAF/IARM

SAF/IARM.workflow@pentagon.af.mil

SAF/IARP

SAF/IARM.workflow@pentagon.af.mil

DISTRIBUTION LIST
SAF/IA POLICY LETTERS

SAF/IAPQ
SAF/IAPQ.workflow@pentagon.af.mil

SAF/IARS
SAF/IARS.workflow@pentagon.af.mil

SAF/IARW
SAF/IARW.workflow@pentagon.af.mil

cc:
DISAM/DM
Area B, Bldg 52
2745 K Street
WPAFB OH 45433-7641
Email: ed.smith@disam.dsca.mil

Please review this distribution list to ensure organizational names, mailing and email address are current. If your office no longer requires information concerning security assistance policies and procedures, please contact Sandy Harding, SAF/IAPX, email: sandy.harding@pentagon.af.mil to update your information.